

**NOTICE OF FAILURE TO SUBMIT APPLICATION FOR NEW LICENSE**

**CERTIFIED MAIL OR HAND DELIVERY**

Conditional License Expiration Date:

Dear

As part of the terms and conditions of the Conditional License Agreement regarding the above-named facility, you agreed to submit an application for a new license 90 days prior to the expiration date of the Conditional License.

You have failed to submit a timely and complete application for a new license.

As noted in the Conditional License Agreement, a Conditional License is valid for six months and cannot be renewed or extended. Your Conditional License will expire on the date shown above.

The above-named facility must cease operating upon expiration of the Conditional License, and until such time as an application for a new license is received, a licensing study conducted and a decision made regarding the application in the normal course of business.

Please contact me immediately if you have any questions.

Date: \_\_\_\_\_

Licensing Representative

cc: